

How you can keep kids and young people safe

The words **we** and **us** in this book mean ASAPD.

Hard words



This book has some hard words.

The first time we write a hard word



- the word is in **blue**
- we write what the hard word means.

You can get help with this book



You can get someone to help you

- read this book
- know what this book is about
- find more information.

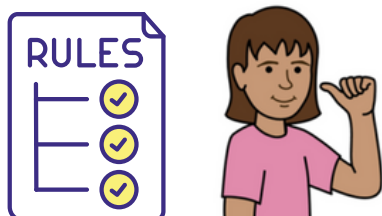


About this book



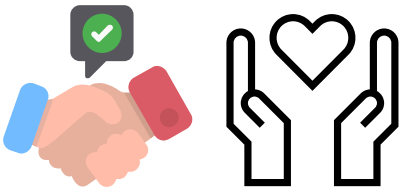
This book was written by the Australian Sporting Alliance for People with a Disability.

We say ASAPD.

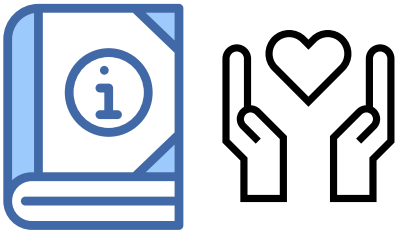


This book was written so people and organisations linked to us can learn how to keep kids and young people safe.

Our guide



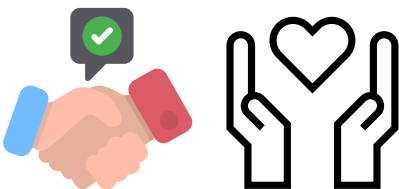
We make a promise to keep the kids and young people who take part in our sport safe.



We have a guide that people and organisations linked to us can use to keep kids and young people safe.

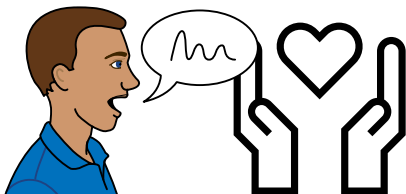


People and organisations linked to us **do not** need to follow this guide but they do need to follow the laws to keep kids and young people safe.



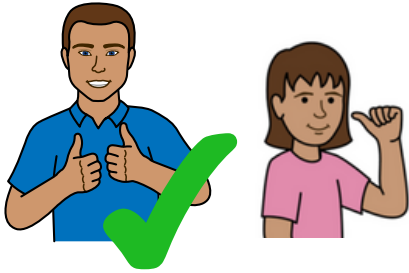
Organisations linked to us should

- make a promise to keep kids and young people safe



- say what they are going to do to keep kids and young people safe

Our guide



Organisations linked to us should

- make sure they have workers who are safe to be around kids and young people

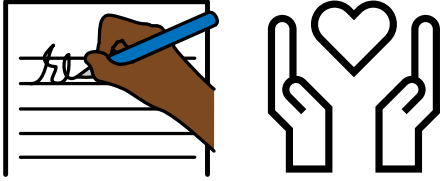


- make an environment where everyone is respected for who they are



- make an environment where kids and young people know their rights and can act on them.

Making a promise



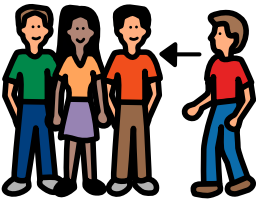
We think it is a good idea for organisations linked to us to write down a promise to keep kids and young people safe.

We have made an example promise that organisations linked to us can look at to write their own promise.

Our example shows what organisations can do to make kids and young people feel



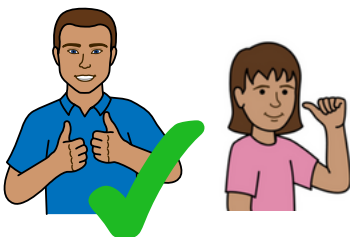
- safe



- included



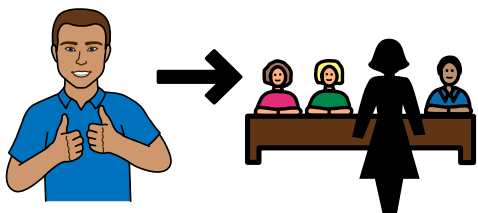
- respected



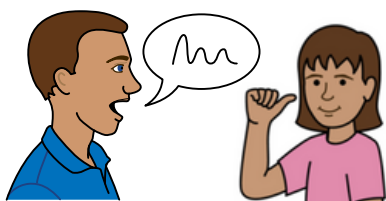
- looked after by the right people.

Making a promise

Our example shows that organisations should also promise to



- give their workers the right training



- talk with kids and young people and their parents and carers before making decisions about them

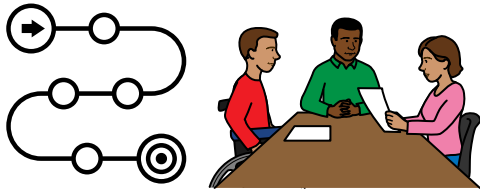


- tell the right people if a child or young person has been hurt, abused or neglected

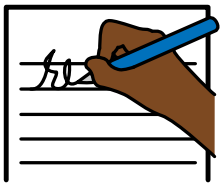


- always make their rules better to keep kids and young people safe.

Having safe workers



We think it is a good idea for organisations linked to us to have a good process to hire workers who are safe to be around kids and young people.

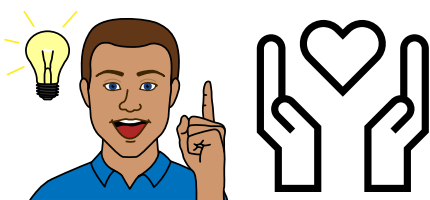


We have written down some suggestions for how organisations linked to us can hire workers who are safe to be around kids and young people.



Organisations linked with us should

- make sure they are checking if a job will need a worker to be around kids and young people



- get workers who can show that they know how to keep kids and young people safe



- write in their job ads that they promise to keep kids and young people safe

Having safe workers

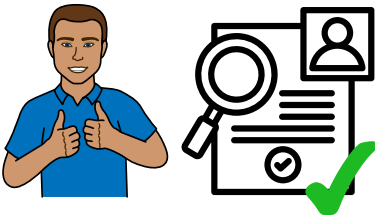
Organisations linked with us should



- ask the right questions when they interview people who apply for jobs where they will be around kids or young people



- follow any laws about Working With Children Checks when they are looking for new workers



- make sure all their workers and volunteers have the right checks to keep working with kids and young people

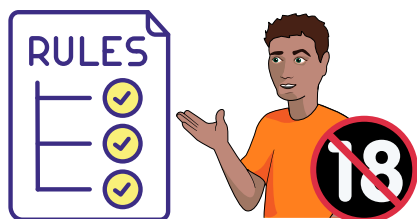


- ask a new worker to get a check that will show if they have committed a crime in or outside of Australia the past



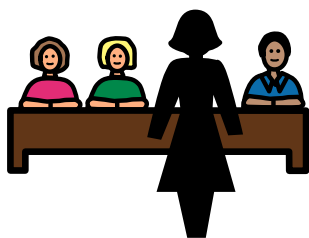
- check that someone is telling the truth on their job application

Having safe workers

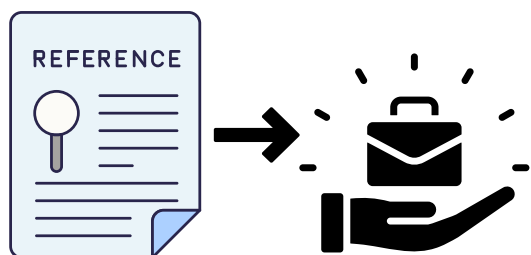


Organisations linked with us should

- follow the rules if they hire a worker who is under 18 years old



- make sure their workers who are around kids and young people are given the right training and know the rules they need to follow

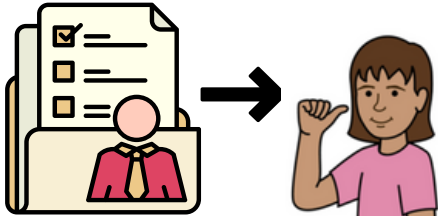


- speak to someone's **referees** before giving them a job and ask them if they think they are safe to be around kids and young people.

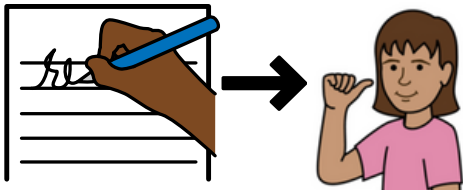


A referee is someone you have worked with before and knows you well.

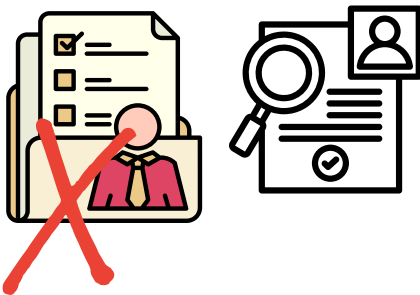
Checking if a worker will need to work with kids and young people



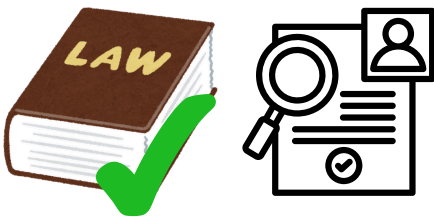
We think it is a good idea for organisations linked to us to make a checklist to see if a job will need the worker to be around kids or young people.



We have written down some questions that organisations linked to us can use to see if a job will need the worker to be around kids or young people.

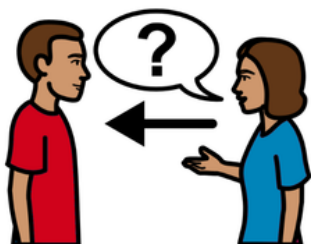


The checklist should **not** be used to see if a worker needs to get a Working With Children Check.



Organisations linked to us need to follow the laws about Working With Children Checks.

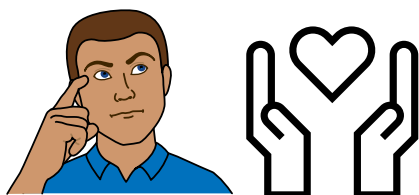
Asking the right questions in a job interview



We think it is a good idea for organisations linked to us to ask certain questions to see if a new worker will be safe to be around kids and young people.

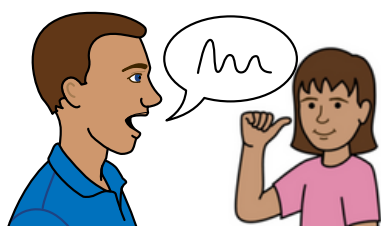


We have made a list of questions that organisations linked to us can use to see if a new worker will be safe to be around kids and young people.

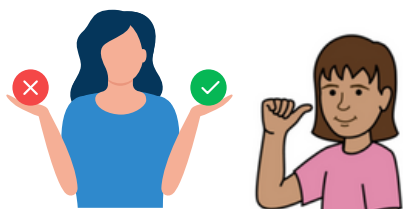


The questions we have written down will help organisations to see how a new worker may

- think about keeping kids and young people safe



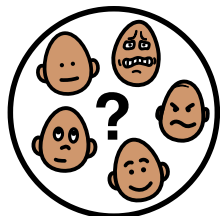
- act or speak to kids and young people



- understand what is the right and wrong thing to do around kids and young people.

Asking the right questions in a job interview

We think it is a good idea for organisations linked to us to watch out for



- how they are feeling when they interview a new worker

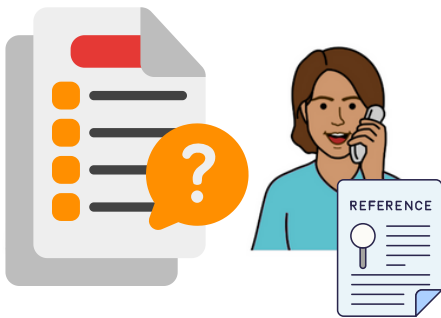


- any signs that show that a new worker may not be safe to be around kids and young people.

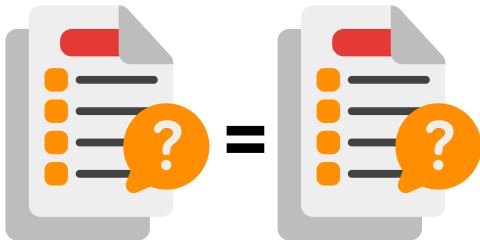
Asking the right questions to a new worker's referees



We think it is a good idea for organisations linked to us to ask certain questions to a new worker's referees to see if they will be safe to be around kids and young people.

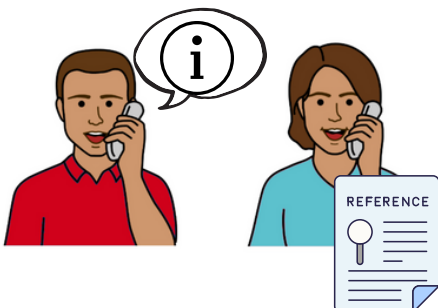


We have made a list of questions that organisations linked to us can use to ask a new worker's referees if they will be safe to be around kids and young people.



When an organisation linked to us talks to a new worker's referees they should

- ask the same question to each referee



- let the referee know information about the organisation and the job the new worker has applied for

Asking the right questions to a new worker's referees



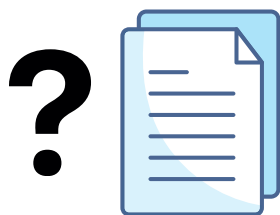
When an organisation linked to us talks to a new worker's referees they should

- think about whether the referee is the right person to ask questions to



- watch out for any signs that the referee does not know or does not want to give the information that is needed.

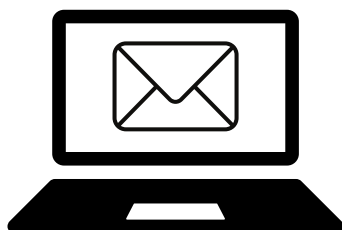
Get in touch



If you have any questions about this book you can get in touch with Ross Ashcroft.

Ross is our National Integrity Manager.

To get in touch with Ross you can



- Email him

NIM@asapd.org



- Call him

0493 734 365

About this book

This book was written to help you understand Appendices 1 - 3 in our Safeguarding Children and Young People Policy.



Easy English Australia wrote this book in May 2025.

Boardmaker.

We use pictures from

- Boardmaker by Tobi Dynavox

Canva

- Canva.